

**5<sup>th</sup> Meeting of the Finance and Administration Committee**  
Lima, Peru 30 January to 3 February 2018

**FAC 5 - DOC-01 suppl.**  
**Annotated Provisional Agenda**

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**1. WELCOME AND INTRODUCTION**

**2. ADMINISTRATIVE ARRANGEMENTS**

a) **ADOPTION OF AGENDA (FAC5-Doc01 and FAC5-Doc01 suppl.)**

*The adoption of the agenda will follow Rule of Procedure 4.3*

b) **Meeting Documents (FAC5-Doc02)**

*The Chairperson will briefly introduce all documents submitted to the meeting in accordance with Rule 4.4, 4.5 and 4.6.*

**3. ANNUAL FINANCIAL STATEMENT FOR THE YEAR ENDING 30 JUNE 2017 (FAC5-Doc03)**

a) **Accumulated Surplus Account**

*In accordance with Financial Regulation 4.6.*

b) **Auditor Report**

*In accordance with Financial Regulations 9.7, 9.8 and 9.9.*

c) **Investment and other income**

*In accordance with Financial Regulation 7.*

d) **Statement of transfers of appropriations (FAC5-Doc03 Suppl. 1)**

*In accordance with Financial Regulation 3.3.*

e) **Statement of written down losses (FAC5-Doc03 Suppl. 2)**

*In accordance with Financial Regulation 6.4.*

f) **SPRFMO Contingency Fund (FAC-Doc03 Suppl. 3)**

*In accordance with Financial Regulation Annex 2*

**4. SECRETARIAT REPORT ON ACTIVITIES IN THE 2017 INTERSESSIONAL PERIOD (COMM6-INF02)**

**5. MATTERS CONCERNING THE FINANCIAL REGULATIONS**

a) **Review of the formula for the calculation of contributions (COMM6-Prop10 Chairperson's Proposal to amend the Budget Formula)**

*The FAC and the Commission have discussed the budget formula issue since 2015 to resolve the clear structural issue. FAC4-Doc06 was discussed in January 2017, but did not reach a clear conclusion. COMM6-Prop10 offers a possible solution to the issue and proposes to amend Regulation 4.7(a) of the SPRFMO Financial Regulations.*

b) **Any other matter or proposal concerning the Financial Regulations**

*COMM6-Prop11 Chairperson's Proposal to amend the Financial Regulations to include a travel plan in the draft budget.*

## 6. MATTERS CONCERNING THE SECRETARIAT AND THE STAFF REGULATIONS

### a) General matters relating to the implementation of the Staff Regulations

*COMM6-Prop12 Chairperson's Proposal to amend the Staff Regulations*

### b) SPRFMO secondments and internships

*COMM6-Prop13 Chairperson's Proposal for an Internship and Secondment policy for SPRFMO*

## 7. FINANCIAL CONTRIBUTIONS REPORT (including voluntary contributions) (FAC5-Doc04)

*In accordance with Financial Regulation 4.8, this item includes the reporting on Members' contributions as well as on voluntary contributions received from Members and CNCs. SPRFMO Secretariat also provide an explanatory note regarding the European Union Grants (FAC5-Doc04 Suppl. 1)*

## 8. FUTURE BUDGETS AND CONTRIBUTIONS

### a) Draft Budget for financial years 2018–2019 and 2019–2020 (FAC5-Doc05)

*In accordance with Convention Article 15.4 and Financial Regulations 2.*

### b) Calculation of contributions for 2018–2019 and tentative estimate of contributions for 2019-2020 (FAC5-Doc05)

*In accordance with Financial Regulation 4.7. The notes under 7(a) apply here also. In addition, it is noted that the contributions have been calculated based on the current financial formula. In case the Commission adopts the COMM6-Prop10, the individual contributions will change. The Secretariat will prepare new tables during the meeting as instructed and in response to decisions made by the Commission.*

## 9. NEXT MEETINGS OF THE COMMISSION (Convention Article 13.2)

### a) Date and Venue for 2019:

*In 2017, the European Union offered to host the 2019 meeting in The Netherlands. The exact date needs to be determined.*

### b) Offers to host 2020

## 10. OTHER MATTERS

*No other matters have been brought to the attention of the Secretariat yet.*

## 11. ADOPTION OF REPORT

## 12. CLOSE OF MEETING